

**DEPARTMENT OF HOMELAND SECURITY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE NO:	70-03.A
DIRECTIVE TITLE:	Personal and Real Property Management
EFFECTIVE DATE:	3/31/2004

1. POLICY: The Federal Law Enforcement Training Center (FLETC) will maintain an internal management program regarding accountable and non-accountable personal and real property. This program will encompass the protection, preservation, accounting for, and control of property from acquisition through disposition.

2. SCOPE: This directive and the accompanying Property Management Handbook apply to all FLETC-owned property.

3. REFERENCES:

- a. Occupational Safety and Health Act of 1970.
- b. 31 CFR § 700.4, Preservation of Property.
- c. 41 CFR Chapter 101, Federal Management Regulations.
- d. Department of Homeland Security (DHS) Management Directive 1120, Capitalization and Inventory of Personal Property.
- e. DHS Management Directive 1010, Accepting Gifts and Decorations.
- f. FLETC Directive 70-00.B; Lost, Found, and Abandoned Personal Property. (This directive will be in effect until such time as DHS promulgates required directives.)

4. CANCELLATION: This directive hereby supersedes FLETC Directive 70-03.A, Personal and Real Property Management, dated September 8, 1997.

5. ADDITIONAL GUIDANCE: [FLETC Handbook 70-03.A](#), Personal and Real Property Management Handbook.

6. OFFICE OF PRIMARY INTEREST (OPI): Property Management Division,
Administration Directorate.

Signature on file

Connie L. Patrick
Director